

Extraordinary Minutes of the Pentney Parish Council Meeting held on Thursday 17 November 2022 at 7.00pm at Pentney Village Hall

Present: Cllr R Littlehales (Chair) Cllr P Wells Cllr L Rons
Cllr M Parker Cllr K Harvey Cllr B Howlett

Also present: Clerk & 1 Member of the Public

1. **To receive and consider apologies for absence;**
It was resolved to accept apologies from Cllr C Dallas.
- 2 **To receive Declarations of Interest**
None Received.
3. **Adjournment of Meeting to allow for public questions. (10 mins max 3 mins per Speaker.)**

Neighbourhood Plan

A Parishioner asked for an update on the Neighbourhood Plan. The Chair advised that it is on the agenda but we are currently now ready to start on the Statutory Consultation Stage.

It was resolved for the meeting to return to closed session.

4. **Neighbourhood Plan**

- 4.1 To approve the submission of an application for the remainder of the grant (£1090) for Pentney Neighbourhood Plan to "Locality".

After discussion **it was resolved for the Chair to undertake the necessary application form. It was also resolved for the Clerk to ascertain if there was any time frame regarding the original consultation which was undertaken over three years ago.**

- 4.2 To ensure the Parish Councils Standing Orders and Financial Regulations are followed.

The Chair advised that the way the group were originally set up quotes were not undertaken. The Clerk advised that as the Council had used their own funds and not that of the grant, that Financial Regulations regarding trying to obtain quotes were non contractual. **It was resolved for the Clerk to ascertain the exact stage from the Borough Council and to obtain further quotes to undertake the next phase of the plan.**

- 4.3 To check there are no conflicts of Interest.

The Chair asked if anyone had any conflicts of interest in the Neighbourhood Plan e.g. no Councillor had put land forward that has been indicated within the plan. No Councillor advised of any interest.

- 4.4 To Consider a consultant for the next stage of the Neighbourhood Plan.

It was resolved to defer until the Clerk can hopefully obtain at least one further quotation.

5. Planning Application

22/01898/F Application for garage and renewable services outbuilding including solar panels at Malt Kiln Farm, Low Road, Pentney. **It was resolved to recommend that the Council had no objection to this application.**

Cllr Rons asked if the Clerk could ascertain why the comment sent to the Borough Council from this council regarding the development in West Acre had not been placed on the Planning Portal. **It was resolved for the Clerk to undertake.**

6. Recruitment of a Parish Clerk

6.1 To approve the Job Description, advertisement, and deadline for applications.

The Chair advised that the Clerk had sent round model documents. **It was resolved for the Chair to share the document with the rest of the Council and Councillors to get back to the Chair with any amendments.** It was hoped that the advert can be advertised within the next few weeks with shortlisting at the end of December and Interviews early January.

6.2 To discuss and approve the appropriate pay scale.

The Clerk advised that she had also sent a job evaluation form and this should ascertain the pay banding. This is not set in stone and obviously can vary depending on qualifications and experience.

6.3 To approve the temporary appointment of Cllr Wells to manage the banking until such time as the new Clerk is appointed. **It was resolved for Cllr Wells to undertake this work.**

7. To appoint a Finance Working Group

7.1 The Council to consider membership of a Financia Working Group.

It was resolved for a finance working group to be set up and to consist of Cllr Wells, Cllr Parker, Cllr Rons, Cllr Howlet and the Clerk.

7.2 Group to Set a date for a meeting to draft the 2023/24 budget

It was resolved for the group to meeting on Tuesday 29 November at 7.00pm at the Village Hall. Document retention was also discussed. **It was resolved for the Clerk to bring a sample of a document retention policy.**

8 To appoint a Playing Field Committee.

8.1 The Council to consider membership of a Playing Field Committee.

It was resolved for Cllr Littlehales, Cllr Harvey, and Cllr Dallas to be on this committee.

8.2 Terms of reference for this Committee.

It was resolved for the group to draw up and bring to the next Full Council Meeting.

- 9. Date, and Place of next meeting.**
Parish Council Meeting Tuesday 13 December 2022 at 7.00pm at Pentney Village Hall.

With no further business the meeting closed at 21.00pm

Action List

Cllr Littlehales

- Send round the Job Description, Advert etc. to all Councillors.
- Undertake the 'Locality' Application re balance of N/Plan Grant when relevant information available.

Clerk

- Ascertain timeframe re N/Plan re consultation
- Ascertain the exact position the plan is at currently.
- Obtain further quote/quotes to get the plan through the next stage.
- Make Planning Comment
- Ascertain why the Council's comments are not assessable on the planning portal for the West Acre Planning Application.
- Produce draft Document Retention Policy.